

Planners will want to explore the actual processes involved in the project. This will assist them in developing a workflow plan and help understand the impact that following standards for digital production and metadata will influence the time and ultimately the cost of the project. As standards and best practices are adopted and as the processes and workflow are refined, project managers need to be flexible. Digitization requires constant adjustment to keep pace with changing technology and standards of practice. Be prepared to be "under development" indefinitely.

Documentation

The importance of making all these decisions will be lost if they are not recorded in the planning phase to provide the backbone of the documentation of the digital project. Documentation allows be managed and worked effectively and efficiently. It also prepares the project for later migration and sustainability issues that are faced with electronic resources of all kinds. The continuity provided by documentation will be of benefit throughout the life-cycle of the project, as staff come and go, and in planning future projects. Individual tasks should be clearly defined, and documentation should provide that information.

Aspects that need to be included in the documentation are:

- Project goals and missions
- Selection criteria to be used and items selected
- Digitization and metadata standards chosen
- Workflow and tasks to be performed

How will you document your project? Documentation strategies are an essential aspect of the planning process, as details and decisions made during the planning process can guide the project. Documentation ensures that decisions are recorded to avoid repetition or conflicting solutions. This documentation will also guide you in the sustainability of the project over the long term (see **Digital Preservation** for more information).

Evaluation

The last step of the planning process should include an outline of how you will evaluate the digital project against your goals or objectives. From the very beginning, digitization planners will want to think about assessment and evaluation, asking:

- How will the project be assessed?
- Should that assessment tools be built into the project?
- Can a quantitative as well as qualitative assessment be taken throughout the project?

This evaluation stage will allow you to re-examine your choices made in the planning process for necessary adjustments and to leverage the lessons learned to more successful implementation of digitization the next time. Thorough evaluation of the project -- throughout and at the end -- will provide ways to refine your current project as well as inform you on future projects (see **Project Evaluation** for more information).